

LITTER CONTROL GRANT PROGRAM GUIDELINES

***FY2022 Grant Cycle
Applying for a Matching Grant for a Local
Litter Control Program
(July 1, 2021 thru June 30, 2022)***



West Virginia Department of Environmental Protection Rehabilitation Environmental Action Plan Grant Program

Grant forms may be downloaded and completed online at:
<https://dep.wv.gov/environmental-advocate/reap/grantprograms>

It is the policy of the Department of Environmental Protection to provide its facilities, accommodations, services and programs to all persons without regards to sex, race, age, religion, national origin, ancestry, disability, or other protected group status. The Department of Environmental Protection is an Equal Opportunity Employer.

NOTICE

General Information:

Grant applications are to be typed. Handwritten applications will not be accepted.

Razing of Structures

Applicants requesting funding for razing dilapidated structures must provide photographs and owner contact information, Right of Entry Agreement, and/or Order of Demolition for the potential properties.

Litter Control Officers

Applicants requesting funding for litter control officer wages must provide a copy of the certificate of completed training from the WV DEP Litter Control Officer course. This training can be found at www.dep.wv.gov/environmental-advocate/reap

Bidding:

Grantees shall solicit sealed bids by public notice as a Class II legal advertisement for all purchases using grant funds, either in part or in whole, that have an estimated cost of \$5,000.00 or more. This includes the estimated cost for similar supply orders purchased at various times throughout the grant cycle. Bid packets must be submitted to REAP prior to purchase for approval. If three bids are not received during your advertised period, you must contact REAP for further instructions before proceeding.

Liens:

Please note that grant funding for equipment purchases over \$1,000 will be required to have a security lien placed upon the equipment. If applicable, equipment to be titled must have WV DEP REAP listed as first lien holder. All equipment will be subject to on-site inspections for a period of five years.

Submittal/Contact Information:

Application must be postmarked by May 31, 2021. The current address to which you can submit your **FY2022** application is:

West Virginia Department of Environmental Protection
REAP Litter Control Grant Program
601 57th Street SE
Charleston, WV 25304

You may also email your application to depreapgrants@wv.gov. If you have any questions, please contact the REAP/ Recycling Program at (800) 322-5530 or the email address above.

IMPORTANT:

Please note that upon receipt of grant award, failure to comply with all grant reporting and deadlines will penalize future grant applications.

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
LITTER CONTROL GRANT
BOOKLET

CONTENTS

1. LITTER CONTROL GRANT INTERPRETIVE RULES
 - A. GENERAL
 - B. DEFINITIONS
 - C. APPLICABILITY
 - D. IN-KIND SERVICES
 - E. AUTHORIZED USE OF GRANT FUNDS
 - F. UNAUTHORIZED USE OF GRANT FUNDS
 - G. REPORTING REQUIREMENTS
 - H. GRANT WITHDRAWAL AND PENALTY
 - I. UNEXPENDED FUNDS
 - J. SUBMISSION INFORMATION
2. APPLICATION FOR LITTER CONTROL GRANT (LC-G-1)
 - A. APPLICANT INFORMATION AND PROJECT DESCRIPTION
 - B. ESTIMATED BUDGET FORM
 - C. RESOLUTION FOR APPLICATION (LC-G-3)
3. FINAL PERFORMANCE AND ACCOUNTING REPORT (LC-G-5)
 - A. EVALUATION OF ACCOMPLISHMENTS AND COLLECTION TOTALS
 - B. EXPENDITURES REPORT – GRANT FUNDS
 - C. MATCHING FUND REPORT

**TITLE 33
LEGISLATIVE RULE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
WASTE MANAGEMENT**

**SERIES 41
AWARDING OF MATCHING GRANTS FOR LOCAL
LITTER CONTROL PROGRAMS**

§33-41-1. General.

1.1. Scope. – This rule sets out guidelines and procedures for providing matching assistance grants to counties and municipalities for the initiation and administration of litter control programs.

1.2. Authority. – W. Va. Code § 22-15A-3(f).

1.3. Filing Date. -- April 17, 2017.

1.4. Effective Date. -- June 1, 2017.

1.5. Former Rules. – This legislative rule replaces 58CSR6, “Awarding of Matching Grants for Local Litter Control Programs”, to reflect that responsibility for this program transferred from the Division of Natural Resources to the Department of Environmental Protection through W. Va. Code § 22-15-3.

§33-41-2. Definitions.

Unless the context dictates otherwise, the following words and their meanings as used in this rule are defined below.

2.1. “Applicant” means the local government applying for a grant.

2.2. “Application” means the written request submitted to the Secretary by the applicant on forms provided by the Secretary.

2.3. “Cooperative Program” means a program involving two or more local governments and coordinated by one of the participating local governments.

2.4. “Coordinator” means the individual who is responsible for coordinating the implementation and administration of a cooperative program.

2.5. “Department” means the West Virginia Department of Environmental Protection.

2.6. “Grant” means matching grant funds allocated to an approved program applicant by the Department pursuant to W. Va. Code § 22-15A-3(f).

2.7. “Grantee” means the entity to whom a grant has been awarded.

2.8. “Grant Period” means July 1 of one calendar year through June 30 of the subsequent calendar year.

2.9. “In-kind Services” means any personnel, equipment, supplies or other items for a local litter control program supplied or obtained by the applicant with funds or by methods other than the use of any other grant moneys.

2.10. “Litter” means all waste material including, but not limited to, any garbage, refuse, trash, disposable package, container, can, bottle, paper, covered electronic devices, ashes, cigarette or cigar butt, carcass of any dead animal or any part thereof, or any other offensive or unsightly matter, but not including the wastes of primary processes of mining, logging, sawmilling, farming, or manufacturing.

2.11. “Litter Control Fund” means the fund created pursuant to W. Va. Code § 22-15A-4(c).

2.12. “Local Government” means any unit of local government within the State, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation or other instrumentality of a county, county board of education or municipality or any combination of two or more local governments.

2.13. “Local Litter Control Program” means a program sponsored by a local government for the purposes stated in its application.

2.14. “Recycle” means the process by which recovered products are transformed into new products and includes the collection, separation, recovery, processing, and marketing or reuse of that new product.

2.15. “Resolution” means a resolution adopted by a local government that authorizes the creation of a local litter control program.

2.16. “Secretary” means the Secretary of the Department of Environmental Protection or his or her designee.

§33-41-3. Applicability.

3.1. Grants may be used by eligible local governments, singly or in cooperative groups, in a local litter control program.

3.2. The Secretary shall award grants for a period not to exceed one year. Subsequent grants may be obtained by a grantee through submission of a revised application to the Department, so long as all objectives of the current grant have been completed to the satisfaction of the Secretary.

3.3. The Secretary shall award grants on a one-to-one matching basis. For each dollar budgeted by an applicant for a local litter control program, the Department shall award up to one dollar (\$1.00) in matching grant funds upon approval of the application. The Department reserves the right to limit the amount of a grant in accordance with the amount of money in the Litter Control Fund available for distribution as matching grants.

3.4. Grant awards are limited to a maximum amount of five thousand dollars (\$5,000).

3.5. Applications must be postmarked no later than May 31 for consideration in the next grant period.

§33-41-4. In-kind Services.

4.1. The Department shall give credit for in-kind services when determining the amount of local government funding to be matched by a grant.

4.2. The Department shall value volunteer services at the minimum hourly wage unless the applicant can demonstrate that the services would normally be valued above that wage in the area served by the applicant's program.

4.3. The Department shall value donated equipment at its fair market value prorated over the life of the grant.

§33-41-5. Authorized Uses Of Grant Funds.

5.1. A grantee may use a grant for the initiation, continuation or expansion of a local litter control program.

5.2. Authorized uses of grant funds in an approved local litter control program may include the following:

5.2.a. Enforcement of anti-litter statutes;

5.2.b. Expenses incurred in traveling to Department-sponsored or approved workshops, conferences or other meetings;

5.2.c. Implementation and administration of the approved litter control program;

5.2.d. Implementation of local litter cleanup campaigns;

5.2.e. Public informational and educational programs, such as those which increase public awareness or solicit public support in promoting citizen responsibility toward reducing litter;

5.2.f. Purchase of equipment which will specifically serve to fulfill litter control program objectives;

5.2.g. Research or development of local solid waste recycling programs;

5.2.h. Surveys and evaluation studies made for the purpose of identifying and prioritizing local littering problems;

5.2.i. Costs associated with razing abandoned buildings or other structures which are unsightly or offensive and promote possible health hazards; and

5.2.j. Other relevant items upon the approval of the Secretary.

§33-41-6. Unauthorized Uses of Grant Funds.

6.1. Grants shall not be used in any way to replace local funds currently budgeted or being used to maintain and operate a local litter control program during the grant period.

6.2. Grants shall not be used for expenditures not related to litter prevention, elimination or control.

6.3. Grants shall not be used for the following:

6.3.a. To fund beautification projects such as landscaping (tree or shrub purchases) or the removal of roadside vegetation;

6.3.b. To purchase lawn, tree or shrub maintenance equipment;

6.3.c. To purchase equipment routinely used to collect or transport solid waste;

6.3.d. To fund landfill operations or management;

6.3.e. To buy office furniture or equipment or to decorate or renovate an office; or

6.3.f. To pay for professional consultation or production in the development of litter control films, slide shows or similar programs.

§33-41-7. Reporting Requirements.

7.1. The grantee shall submit a final performance and accounting report for approval on or before July 31 of the year the grant ends. The report shall include the following:

7.1.a. An evaluation of accomplishments in implementing the original proposal's work tasks;

7.1.b. An accounting of in-kind services provided;

7.1.c. An accounting of grant funds expended;

7.1.d. Evidence supporting in-kind services and grant expenditures; and

7.1.e. An analysis of and evidence supporting the amount of litter collected or material recycled during the period.

§33-41-8. Grant Withdrawal and Penalty.

8.1. The Department reserves the right to withdraw a grant upon determination of the grantee's unsatisfactory compliance with either this rule or the specifications in the application.

8.2. The Department may cancel a grant in the event a grantee fails to commence litter control program activities within 90 days after receiving a notice of award from the Department.

8.3. A grantee is responsible for the reimbursement to the Department the total sum of a grant not properly used or accounted for pursuant to this rule. The total sum constitutes a debt owed by the applicant or its successors or assignees by appropriate legal action. At its option, the Department may proceed against any local government participating in a cooperative program for the total sum owed by the applicant or its successors or assignees, or may hold each local government participating in a cooperative program individually liable to the State of West Virginia for its pro rata share of the total liability.

8.4. The Department reserves the right to conduct an on-site inspection or audit of a grantee's litter control program records during or after the grant period for a period of three years.

8.5. Applicants and grantees shall be in compliance with all federal, State, and local laws, codes, ordinances, rules, and regulations in order to be eligible for a grant. The Department reserves the right to deny applications or withhold funding from grantees failing to comply with this subsection.

§33-41-9. Unexpended Funds.

9.1. All unexpended funds remaining at the end of the grant period shall be returned to the Department.

SUBMISSION INFORMATION

APPLICATION DEADLINE:

Applications may be hand delivered or sent by U.S. Mail. The application must be postmarked no later than **May 31** for consideration of the next grant term.

CONTACT INFORMATION:

For questions concerning the application/grant process, contact the West Virginia Department of Environmental Protection's Recycling Unit at (800) 322-5530.

MAILING INFORMATION:

Applications should be emailed to depreapgrants@wv.gov or mailed to:

**West Virginia Department of Environmental Protection
REAP Litter Control Grant Program
601 57th St. SE
Charleston, WV 25304**

**FY2022 APPLICATION FOR THE REAP
MATCHING FUND LITTER CONTROL GRANT
PURSUANT TO §22-15A-4(c) OF THE WEST VIRGINIA CODE**

Applicant's Name _____

Applicant's Address _____

City _____ State _____ County _____ Zip _____

Contact Person _____ Phone _____

Applicant's FEIN _____ Email _____

Physical Address _____

A. Area to be served by this program:

B. Person responsible for program organization and administration:

Name _____

Title _____

Phone _____

C. Date program is to begin:

D. This is a: _____ New Program _____ Ongoing Program

*Applicants requesting funding for razing dilapidated structures must provide photographs and owner contact information, Right of Entry Agreement, and/or Order of Demolition for the potential properties.

**Applicants requesting funding for litter control officer wages must provide a copy of the certificate of completed training from the WV DEP Litter Control Officer course. This training can be found at: www.dep.wv.gov/environmental-advocate/reap

***Applicants are to submit their application using the exact name/spelling that they are registered with under the State of West Virginia. If you need assistance in determining this, please contact Travis Cooper at 304-926-0499 ext. 49754 or Travis.L.Cooper@wv.gov.

Applicant's Name _____

Provide a detailed description of the program and its intended objectives. (Failure to provide sufficient detail may result in disqualification of grant consideration.)

How will the program's accomplishments be measured?

[illegible]

Column (A) = Total litter control budget, includes all costs associated with project, including matching funds and in-kind services from applicant, as well as proposed grant funds.

Column (C) = The amount of grant funds to be used in this project.

Column (B) must equal or exceed Column (C).

Applicant's Name _____

Provide an explanation of need for the budget line items requested.

(Example: Personnel - Please describe the necessary job duties and responsibilities required for the project.)

*Please note that upon receipt of grant award, failure to comply with all grant reporting and deadlines will penalize future grant applications.

The applicant understands and agrees that the grant received upon the approval of this application will be used in accordance with West Virginia Administrative Regulations, Department of Environmental Protection, Title 33 Series 41, and that the applicant shall be liable to the State of West Virginia pursuant to Section 7 of those regulations.

Signature of Authorized Person

Title

Date

**RESOLUTION AUTHORIZING AN APPLICATION FOR
A MATCHING FUND GRANT FOR LITTER CONTROL**

Whereas, the _____ recognize(s) the existence of a litter
problem within the boundaries of _____, and

Whereas, the West Virginia Litter Control Program of 1985 provides matching grants of
“litter control funds” through the West Virginia Department of Environmental
Protection for the purpose of establishing local litter control programs, and

Whereas, having reviewed and considered West Virginia Administrative Regulations,
Department of Environmental Protection, Title 33 Series 41.

Be it resolved that the _____

Hereby endorse(s) and support(s) such a program for _____ as
is indicated in the attached application and

Hereby authorize(s) _____
to plan, budget, and apply for a grant that, if approved, will be used to fund said
program being in accord with the regulations governing use and expenditure of said
funds.

Adopted on: _____
Date

Signature of Authorized Person

Title

*****SAMPLE*****

**RESOLUTION AUTHORIZING AN APPLICATION FOR
A MATCHING FUND GRANT FOR LITTER CONTROL**

Whereas, the County Commissioners recognize(s) the existence of a litter problem within the boundaries of Kanawha County, and

Whereas, the West Virginia Litter Control Program of 1985 provides matching grants of “litter control funds” through the West Virginia Department of Environmental Protection for the purpose of establishing local litter control programs, and

Whereas, having reviewed and considered West Virginia Administrative Regulations, Department of Environmental Protection, Title 33 Series 41.

Be it resolved that the County Commissioners

Hereby endorse(s) and support(s) such a program for Kanawha County as is indicated in the attached application and

Hereby authorize(s) John Doe, Kanawha County Administrator to plan, budget, and apply for a grant that, if approved, will be used to fund said Program being in accord with the Regulations governing use and expenditure of said funds.

Adopted on: _____
Date

Signature of Authorized Person

Title

FY2022 REAP LITTER GRANT FINAL PERFORMANCE AND ACCOUNTING REPORT FORM

GRANT PERIOD: July 1, 2021 THROUGH June 30, 2022

Applicant's Name _____

Applicant's Address _____

City _____ State _____ County _____ Zip _____

Report Prepared By: _____ Email: _____

Title: _____ Phone: _____

Provide an evaluation of accomplishments in implementing the original proposal's work tasks.

You must provide applicable data below regarding your program during the grant period.

*Pounds of litter collected:		No. of tires collected:		No. of Community Cleanup Events:	
No. of Structures Razed:		Did you utilize day report labor?		No. of Volunteers:	
No. of Volunteer Hours:		No. of Citations Issued:		No. Litter/cigarette Receptacles Placed:	
Miles of roadway cleaned:		Pounds of materials recycled:		No. of dumps eradicated:	

*If exact is unknown, you may multiply the number of bags by 20lbs.

Please Note: Failure to comply with all grant reporting and deadlines will penalize future grant applications.

Signature of Authorized Person

Date

LC-G-5

Did you include proof of deposit? Y or N

[illegible]

ATTACH A COPY OF BANK STATEMENT SHOWING THE DEPOSIT OF THE GRANT FUNDS INTO YOUR ACCOUNT.

You MUST attach copies of checks and invoices (include timesheets if you have personnel costs) to support the expenditures listed above. Reimbursements to general accounts must be itemized along with backup documentation for each item. Unsupported expenditures will be disallowed by the Department of Environmental Protection.

**MATCHING FUND REPORT
LITTER CONTROL GRANT**

LC-G-5

Applicant's Name _____

ACTUAL CASH EXPENDITURES FOR MATCH					Required Documentation Included Mark Y, No, or NA for each expenditure			
DATE	CHECK #	TO	PURPOSE	AMOUNT	Invoice	Proof of Payment	Bid Documents	Timesheets

PROPERTY DONATED AT FAIR MARKET VALUE

DATE DONATED	DESCRIPTION	USE IN PROGRAM	AGE OF PROPERTY	ESTIMATED FAIR VALUE

VOLUNTEER SERVICES PROVIDED WITHOUT COMPENSATION

USE MINIMUM WAGE RATE UNLESS JUSTIFIED IN USING HIGHER WAGE RATE

NAME OF VOLUNTEER	SERVICE PROVIDED	DATE	HOURS	WAGE RATE	HRS x RATE

ATTACH COPIES OF CHECKS, INVOICES, TIME SHEETS, TITLES, OR OTHER EVIDENCE TO SUPPORT THESE EXPENDITURES AND ESTIMATES. MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY TO CONTINUE LISTING EXPENDITURES.

PERSONNEL TIME SHEET

RG-3C

Grant Number _____

Employee _____

Position Title _____

Rate of Pay \$ _____ per hr

Pay Period _____

Date

Start Time

End Time

Total Time

Details of Work Completed

[illegible]

WV Department of Environmental Protection
Litter Control Grant

Final Performance and Accounting Report Form Pre-Submission Checklist

- Did you include proof of deposit? (bank statement)
- Did any of your purchases meet the threshold for bidding requirements? If so, submit the following:
 - Copy of Class II legal ad
 - Affidavit of Publication
 - Specifications
 - All bids received
 - Written approval from REAP to proceed with the purchase
- Was your grant for labor wages? If so, you must submit detailed timesheets and copies of their paychecks and paystubs showing withholdings.
- Was your grant for Litter Control Officer wages? If so, please include a citation log to go with their time sheets and copies of their paychecks and paystubs.
- Was your grant for roadside or open dump cleanups? If so, please include a list of areas cleaned.
- Was your grant for razing? If so, you must include before and after pictures.
- Was your grant for advertising? If so, you must include a copy of the advertisement (such as a tear sheet).
- For ALL expenditures, you must submit a copy of the invoice and proof of payment, preferably check imaging. Please refrain from issuing payments with a credit card.
 - For instances when you can only pay with a credit card, you will have to submit the following for proper reconciliation: invoice, receipt, credit card statement, and proof of payment to the credit card company.
- Are you reimbursing a general account from the grant account? If so, you must include the invoice, proof of the original method of payment, and proof of reimbursement to the original account.
- Did you purchase any equipment over \$1,000.00? If so, you must submit a notarized Security Agreement and a Certificate of Insurance listing WVDEP-REAP as the Certificate Holder.
- Did your equipment purchase come with a title? If so, you MUST list WVDEP-REAP as first lien holder and submit the original title to us.

If you need blank forms, or if you have any questions regarding what must be submitted for the Final Performance and Accounting Report Form, please contact Travis Cooper at 304-926-0499 ext. 49754 or Travis.L.Cooper@wv.gov.